

**APPLICATION FOR APPROVAL
OF A CONTINUING EDUCATION
PROGRAM OR ACTIVITY**

BOARD USE ONLY

- ▶ Please Print or Type
- ▶ A self-addressed stamped envelope must accompany application
- ▶ Send two (2) copies of this form to the Board
- ▶ A one-time-only fee of \$100 is required for new sponsors
Checks should be made payable to: Maryland Board of Morticians
- A fee of \$25 per "Topic for Approval" form submitted is required
Checks should be made payable to: Maryland Board of Morticians

Date Submitted: _____
Approved/Disapproved: _____
Date Mailed: _____
Processed By: _____
Contact Hours: _____

DIRECTIONS: This form should be completed for lectures, workshops, seminars, conferences, and in-service programs offered by individuals, schools, professional associations and proprietary organizations desiring CE approval by the Maryland State Board of Morticians.

Continuing education programs should concern the practice of mortuary science or related areas which can enhance the professional standards of practitioners.

If the course has already been approved and the content, instruction or hours haven't changed, you need not send an application fee into the Board.

Approval by the Board entitles the sponsor to publish a statement such as, "This CE program has been approved by the Maryland State Board of Morticians". (1 hour = 1 contact hour)

Send two copies of this form to the Maryland State Board of Morticians, 4201 Patterson Avenue, Baltimore, Maryland 21215. Retain a copy for your own files. Applications should be submitted at least 60 days in advance of the anticipated activity.

1. Name _____

2. Address _____ Telephone (____) _____

(City) (State) (Zip Code)

3. Form completed by: _____ Date: _____
Name Title

4. Each program should include the following information:

Sponsor: _____

Instructor(s) Where Applicable:

Name Title/Degree Place of Employment

Topic: _____

Title: _____

Objectives: _____

5. Date: _____ 6. Time: _____

7. Number of hours (excluding lunch and breaks): _____

8. Location: _____

9. Participant's fee (if any): _____

NOTE: A copy of the evaluation form expected to be used by attendees, a summary of any similar programs offered within the last two years, and a copy of the course program should be attached to this application.

The provider of continuing education shall furnish a certificate of completion to all participants. The certificate shall include:

- A. *Name of provider*
- B. *Name of participant*
- C. *Description of program*
- D. *Number of contact hours*
- E. *Date of completion*
- F. *Signature of provider*

 Signature of Provider

 Date

NOTICE TO PROVIDERS OF CONTINUING EDUCATION FOR MARYLAND MORTICIANS

In accordance with Title 7, Morticians Act, §7-314(c)(4) of the Annotated Code of the State of Maryland, the Maryland State Board of Morticians and Funeral Directors is authorized to require continuing education for the renewal of Morticians licenses issued by the Board. Any individual or organization desiring to provide a continuing education program to be approved by the Board must meet the following requirements.

APPLICATION

The provider shall submit a printed or typed application on a form provided by the Board. Two copies of the form as well as a self-addressed, stamped envelope is to be sent to: Continuing Education, Maryland State Board of Morticians, 4201 Patterson Avenue, Baltimore, MD 21215.

A one time only processing fee of \$100 is required when programs are submitted for approval. A check or money order made payable to the Maryland State Board of Morticians must accompany the application.

Any individual or organization seeking approval for a seminar, workshop or presentation shall submit all applications at least 6 weeks in advance of the anticipated activity, as well as documentation indicating the number of Continuing Education Units (CEU) that will be proposed, a description of the course, qualifications of the presenter, a course outline and a copy of any manuals, hand-outs or other documents to be distributed. Each topic will be considered one program and will be charged accordingly.

A waiver of the application process may be granted to nationally or locally recognized institutional organizations which are associated with the funeral service industry.

CRITERIA

A continuing education course or workshop may be qualified for approval if the Board determines that it:

1. Constitutes an organized program of learning, including a symposium, which contributes directly to the professional competency of the licensee.
2. Is related to the practice of mortuary science.
3. Is conducted by individuals considered experts in the subject matter of the program by reason of education, training or experience.

A Continuing Education Unit (CEU) is defined as 50 clock minutes of educational instruction, excluding breaks and lunch, in a Board approved continuing education program.

The maximum number of CEUs which may be granted for any single continuing education course or workshop single topic is six. Except as allowed by the Board, a licensee may not receive credit exceeding six CEUs of the renewal total for correspondence work, video, sound recorded, television programs or information transmitted by other similar means as authorized by the Board.

If approved, the provider of continuing education shall furnish a certificate of completion to all participants that finish the program. The certificate shall include:

- | | |
|-------------------------------|--------------------------|
| 1. Name of provider | 4. Number of CEUs |
| 2. Name of participant | 5. Date of completion |
| 3. Description of the program | 6. Signature of provider |

Any continuing education course or workshop already approved by the Board may be monitored or reviewed by the Board, and upon evidence of significant variation in the program presented from the program approved, all or any part of the approved hours granted the program may be disapproved.

PLEASE NOTE:

APPROVAL BY THE BOARD ENTITLES THE PROVIDER TO PUBLISH A STATEMENT SUCH AS:
"THIS CE PROGRAM HAS BEEN APPROVED BY THE MARYLAND STATE BOARD OF MORTICIANS AND
FUNERAL DIRECTORS.
(1 HOUR = 1 CONTACT HOUR)."